

**Details of premises licence****For: Centenary Pavilion**

This document provides details of the premises licence issued to the stated premises and is not a licence itself.

**Licence number:** PREM/02923/007

**Premises the licence relates to:** Centenary Pavilion, Lowfields Road South, Beeston, Leeds, LS12 6BS

**Date licence first effective:** 25th August 2010

**Date current version effective from:** May 11, 2016

**Licensable activities authorised by the licence:**

Sale by retail of alcohol Every Day	09:00 - 02:00
Provision of late night refreshment Every Day	23:00 - 02:00
Exhibition of a film Every Day	09:00 - 02:00
Indoor sporting events Every Day	09:00 - 02:00
Boxing or wrestling entertainment () Every Day	09:00 - 02:00
Performance of live music Every Day	09:00 - 02:00
Performance of recorded music Every Day	09:00 - 02:00
Performance of dance Every Day	09:00 - 02:00
Entertainment similar to live music, recorded music or dance Every Day	09:00 - 02:00

**Opening hours of the premises:**

Everyday 09:00 - 03:00

**Premises licence holder(s):**

**Leeds United Centenary Pavilion Limited, Elland Road Stadium, Elland Road, Leeds,  
LS11 0ES**

**Designated premises supervisor:**

Vincent Merriman

**Access to the premises by children**

Access to the premises by children is restricted

## Annex 1 – Mandatory Conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
  - a. unauthorised access or occupation (e.g. through door supervision), or
  - b. outbreaks of disorder, or
  - c. damage
2. No supply of alcohol may be made under this licence
  - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
  - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. The admission of children under the age of 18 to film exhibitions permitted under the terms of this licence shall be restricted in accordance with any recommendations made
  - a. By the British Board of Film Classification (BBFC,) Where the film has been classified by the Board, or
  - b. By the Licensing Authority where no classification certificate has been granted by the BBFC, or,
  - c. where the licensing authority has notified the licence holder that section 20 (3) (b) (74 (3) (b) for clubs) of the Licensing Act 2003 applies to the film.
5. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -

- a. games or other activities which require or encourage, or are designed to require or encourage individuals to -
  - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
  - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
- b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee other public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
- d. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or

glamorize anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

- e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
6. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
  7. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either -

- a. a holographic mark, or
  - b. an ultraviolet feature.
8. The responsible person must ensure that -
    - a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
      - i. beer or cider: ½ pint;
      - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
      - iii. still wine in a glass: 125 ml;
    - b. these measures are displayed in a menu; price list or other printed material which is available to customers on the premises; and
    - c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
  9. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition set out in paragraph 1 of this condition -

- a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- b. "permitted price" is the price found by applying the formula  $P = D + (D \times V)$  where -
  - i. P is the permitted price,
  - ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
  - i. the holder of the premises licence,
  - ii. the designated premises supervisor (if any) in respect of such a licence, or
  - iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;

- d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. "value added tax" mean value added tax charged in accordance with the Value Added Tax Act 1994.

Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

- (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## **Annex 2 – Conditions consistent with the operating schedule**

### **Additional details in respect of licensable activities authorised by this licence**

#### Provision of late night refreshment

Location of activity: Indoors

Further details: Provision of hot food and drinks.

#### Exhibition of a film

Location of activity: Indoors

Further details: To include the provision of music videos and DVD's promotional films.

#### Indoor sporting events

Further details: To include sporting competitions.

#### Boxing or wrestling entertainment (Including Cage Fighting and Mixed Martial Arts)

Location of activity: Indoors

Further details: Boxing and wrestling tournaments including cage fighting and mixed martial arts

#### Performance of live music

Location of activity: Indoors

Further details: To include live entertainers.

#### Performance of recorded music

Location of activity: Indoors

Further details: In house music system.

### Performance of dance

Location of activity: Indoors

### Entertainment similar to live music, recorded music or dance

Location of activity: Indoors

### All activities

Non standard timings: From the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day. At the start of British summertime the terminal hour for all licensable activities shall be extended by one hour.

## **Conditions consistent with the operating schedule relating to the licensing objectives**

### **General – All four licensing objectives**

10. The sale and supply of intoxicating liquor will be restricted to:
  - a. Those persons partaking of a meal at a table provided therein, the consumption of intoxicants being ancillary to a table meal, or
  - b. Those persons attending private functions subject to the letting of the premises or part thereof by Leeds United AFC limited.
  - c. Those persons possessed of a membership card/season ticket entitling them to entry to the premises.

### **The prevention of crime and disorder**

11. The Licensee shall maintain a Door Staff Daily Record Register which is to be completed on a daily basis by the door staff when they commence and finish duty.
12. The Daily Record Register must be retained on the premises for a period of one year, taken from the date of the last entry, and include the following:
  - Consecutively numbered pages
  - The registration number and full name of each registered person on duty
  - The date and time that he/she commenced that period of duty with a signed acknowledgment by that person
  - The time at which he/she finished duty with a signed acknowledgement by that person
13. Daily Record Registers shall be produced for immediate inspection on request by an official of the SIA, Police or Licensing Authority.
14. Licence Holders must have a written search policy for those entering the premises.
15. All members of staff must be acquainted with this policy.
16. Sufficient number of staff of both sexes shall be on duty to undertake any searches of the public.
17. Clear and visible notices should be displayed to those entering the premises detailing the establishments search policy. These signs should state that the police will be informed if anyone is found in possession of controlled substances or weapons.

18. Secure receptacles, to the standard as required by West Yorkshire Police, must be provided in a restricted part of the building for staff to deposit drugs and weapons.
19. Any seizure of controlled substances and weapons must be recorded in the incident report register and reported to the police at the earliest possible time.
20. A suitable CCTV system operated in accordance with guidelines from the West Yorkshire Police shall be provided.
21. Any exemption to this condition must be agreed by the West Yorkshire Police.
22. Security footage will be made secure and retained for a period of time to the satisfaction of West Yorkshire Police.
23. A Supervisors Register will be maintained at the licensed premises, showing names, addresses and up to date contact details for the DPS and all personal licence holders.
24. The supervisors register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of 12 months and produced for inspection on request to an authorised officer.
25. The minimum number of door supervisors for the premises is on Match Days 6 on duty and other times between 0 and 10 depending on the event.
26. The Licensee will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, and ejections from the premises.
27. The Incident Report Register will contain consecutively numbered pages , the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.
28. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer. A policy for searching patrons at the entrance to the premises will be adopted.
29. The Licensee will inform West Yorkshire Police of any search resulting in a seizure of drugs or offensive weapons.
30. A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police.
31. Notices will be displayed at the entrances of the premises which state:  
  
A search will be conducted as a condition of entry to premises;  
Incidents of crime and disorder will be reported to the police;  
Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent;  
Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
32. On match days the Police are in the Ground in command control towers. Such communication link will be kept in working order at all times.
33. The communication link will be available to the Designated Premise Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.

34. Any police instructions or directions given via the link will be complied with whenever given.
35. All incidents of crime and disorder will be reported via the link to an agreed police contact point.
36. The Licensees staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.
37. Empty bottles and glasses will be collected regularly and promptly.
38. Plastic or toughened glasses/bottles will be used when requested by West Yorkshire Police (e.g. football match days).
39. The Licensee will ensure that customers who commit acts of anti social behaviour are removed from the premises. Such customers will be excluded from the premises if further incidents occur.
40. At least thirty minutes will be allowed between the final sales of alcohol and closing the premises. The DPS will permit customers to finish their drinks and leave the premises in an orderly manner.
41. A register of external promoters shall be maintained. Entries should contain the specific date of the event, nature/title of the event and name, address and contact telephone number of the promoter specific to the event. The register must be available for inspection on request by the police or authorised person from the Licensing Authority.

#### **Public safety**

42. No exhibition, demonstration or display of pyrotechnics, fireworks or displays involving the use of fire shall be given in the licensed premises without the prior consent of the Licensing and Fire Authority. At least 14 days written notice of the application must be supplied in such circumstances.
43. No exhibition, demonstration or display of laser equipment shall be given by any person in the licensed premises and no laser equipment shall be used by such person in the said premises unless the Director of the Leeds Environmental Department has been given not less than 14 days previous written notice.
44. No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.
45. Flicker rates for stroboscopic lighting should be set at 4 or less flickers per second. This frequency shall apply to the combined flicker rates on any group of lights which can be directly gazed at.
46. A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.
47. No exhibition, demonstration or performance of hypnotism shall be given on any person in the premises except with the express consent of the Licensing Authority and subject to such conditions as the Licensing Authority may attach to such consent.
48. Any notification of intention to stage a hypnotist should be made in writing providing at least 14 days notice.
49. A written risk assessment will be kept which covers all activities which affect the health and safety of members of the public. This will include the noise levels to which the public are to be exposed and information will be provided for the public via signage at the entrance. The assessment will be produced for inspection at the request of an authorised officer.
50. The Licensee will adopt at the premises written policies and procedures on:



Entry and egress to the premises (including monitoring of any capacity limit)  
Evacuation of the premises

51. The Licensee will ensure staff are trained on these measures and all other matters relating to the safety of the public.
52. All exit doors will be accessible, open easily and exits routes will be maintained.
53. Safety checks, including doors, will be undertaken before opening to the public and a record kept of inspections.
54. Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.
55. Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.
56. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
57. The risk of scald and burns to the public from hot food and drink preparation will be assessed and a procedure implemented.
58. Hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.
59. Suitably trained first aid staff will be provided at all times when the premises are open.
60. An appropriately qualified medical practitioner will be present throughout any sporting entertainment.
61. Adequate and appropriate first aid equipment and materials will be available on the premises.
62. A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.
63. The Licensee will ensure that there is a procedure for the safe evacuation of disabled persons.
64. Staff will be trained in the procedure and a record kept of such training.

### **The prevention of public nuisance**

65. The Licensee shall ensure that no nuisance is caused by noise or vibration emanating from the licensed premises resulting from the use of this licence.
66. There will be no external loudspeakers.
67. Empty bottles will be stored in suitable receptacles immediately outside the premises prior to collection.
68. Receptacles will be used in a manner to minimise noise disturbance to adjoining premises.
69. Bottles will not be placed in the external receptacle after 23:00 hours to minimise noise disturbance to adjoining properties.
70. Deliveries, collections of refuse and bottles, and operational servicing will be carried out to minimise noise disturbance to adjoining premises. Instructions will be provided to drivers requiring them to switch off engines during deliveries, collections and servicing, and to minimise other noise caused by their activities. Deliveries will be carried out between 07:00 and 19:00 except where unavoidable.

71. No nuisance will be caused by noise or vibration emanating from the premises from external plant or equipment. The rating level of noise from plant and machinery will be no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery will be regularly serviced and maintained to continue to meet the rating level.
72. The Licensee will adopt a cooling down period where music volume is reduced towards closing time of the premises.
73. The Licensee will ensure all lighting in the premises is of suitable intensity and positioning. All lighting on or at the premises will be operated in a manner which will not cause a nuisance to nearby properties.
74. The premises will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.
75. The premises will operate a suitable ventilation and extraction system. The system will be cleaned and maintained to the manufacturers instructions to prevent unwanted odours occurring.
76. The Licensee will operate to a written statement of how potential littering will be prevented. This statement will describe the sources of litter which may arise from the business, e.g. cigarette ends from queuing people, chewing gum, food wrappers, and will include:
  - The steps proposed to prevent litter occurring;
  - The steps to be taken to remove the litter should prevention not succeed;
  - Who will be responsible;
  - Methods proposed to evidence that these steps have been undertaken.
77. The licensed premises will store and dispose of business waste correctly and legally. The premise supervisor will ensure that the waste is prevented from seeping or spilling from where it is stored.
78. Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premise having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos.
79. Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure:
  - Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.
80. The premise supervisor and any door supervisors will monitor the activity of persons leaving the premise and remind them of their public responsibilities where necessary.
81. A facility will be provided for customers to order taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent location.
82. There will be a liaison with local taxi/private hire firms to ensure a ready supply of transport to reduce disturbance.
83. Customers will be provided with a designated area on the premises where they can wait for their transport.
84. **Noise and Vibration**

Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive premise after 23:00 and at all times if entertainment takes place on more than 30 occasions per year.

85. The PLH/DPS will ensure patrons use external areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas for the consumption of food or beverages after 23:00 hours.

**Protection of children from harm**

86. All persons under the age of 16 years will be accompanied by an adult.

**Annex 3 – Conditions attached after a hearing by the licensing authority**

None

